

Minutes

Name of meeting	AUDIT AND PERFORMANCE COMMITTEE
Date and time	TUESDAY, 30 OCTOBER 2007 AT 6.00PM
Venue	COMMITTEE ROOM 1, COUNTY HALL, NEWPORT. IOW
Present	Cllr Jonathan Fitzgerald-Bond, (Chairman), Ivan Bulwer, Mike Cunningham, Geoff Lumley, Erica Oulton
Cabinet Member	Cllr Barry Abraham
Officers Present	Jonathan Baker, Steve Beynon, Ged Richardson, April Ross
Apologies	Cllr Anne Bishop

18. **Election of Chairman for the Day**

Due to the absence of the Chairman it was necessary for the Committee to elect a Chairman for the day.

RESOLVED :

THAT Cllr Fitzgerald Bond be elected as Chairman for the day.

(Cllr Fitzgerald Bond thereupon took the Chair)

19. **Minutes**

RESOLVED :

THAT the Minutes of the meeting held on [18 October 2007](#) be confirmed.

It was noted that the previous meetings minutes had indicated that the Corporate Property Manager would be requested to supply a response to issues raised at the previous meeting regarding the report on property disposals and the work undertaken by the Strategic Asset Management Group.

RESOLVED:

THAT the Cabinet Member for Economy, Tourism, Assets and Planning with the Corporate Property Manager be invited to attend the next meeting.

20. **Declarations of Interest**

Cllr Mike Cunningham declared a personal interest in minute 22 as he was a member of the Standards Committee.

21. **Public Question Time**

There were no questions raised.

22. **Statement on Internal Control Progress Report**

The Chief Internal Auditor apologised for the absence of Report Author, the Interim Head of Compliance, due to personal reasons.

The latest position was outlined in the report Appendix and it was confirmed that progress has been made on all issues and completion would be in due course.

The issue of Equality and Diversity is a statutory requirement to ensure that all efforts are maintained to ensure that the authority is meeting its obligations. This is a self assessment procedure and the authority is currently at Level 2. The target is to achieve Level 3 by the start of the financial year 2008/09 and procedures are currently in place to achieve this. It was stressed that only a small number of Authorities are at this level.

It was noted that Member training has provided more understanding on this issue, although it was regrettable that only 10 out of a possible 48 Councillors attended the last training course.

The Chair asked, in relation to Management Capacity if it would be possible to produce a Corporate Identity Manual, as has happened in the past, where photographs of officers could be put to names and positions.

The issue of the Highways Maintenance PFI was raised and a question asked regarding the delays. This was due to shifting Government priorities leading to reluctance to provide any firm date. The delays are frustrating and there is a need for robust framework to be put in place to tackle this.

Regarding the ICT Staff Capacity issue, it was stated that the publication and enforcing of policy would be completed by the start of the Financial Year 2008/09.

It was stated that the incoming Director of Legal and Democratic Services would make Ethical Governance a high priority.

Progress on Governance of Partnerships is being made and completion would be no later than March 2008.

On the issue of Educational Performance, The Director of Children's Services stated that the amount of Schools in the Medium Support

category was satisfactory to good but that the standard would continue to be set high in order to achieve the best for Island Schools.

RESOLVED:

THAT the Annual Governance Report be noted.

23. **Chief Internal Auditors Outcomes Report – Quarter Two**

The Chief Internal Auditor reported that the first section of the report concentrated on the Authorities performance against its own plan. The second part looks at the completed audits, and the third part reports on the recommendations that had not been implemented.

It was reported that in Paragraph 8.4, the recommendations that were stated to have not been actioned have now been addressed by the Planning Service.

By the end of the Financial Year 2007/08 it is expected that the Audit Plan will be past 90% completion.

The issue of Petty Cash has highlighted a need for more stringent procedures to be put in place. The Chief Internal Auditor stressed that there was always a need for receipts to be provided. There was a high level of non compliance with the procedure which caused the problem with Petty cash. Assurance was given that procedure within the Corporate Centre was being implemented and adhered to which in turn will impact on the way the departments perform. Assurance was given that anybody observed not following procedure would be challenged. However it was stressed that improvements would not happen overnight but over the coming months where the procedure would be correctly followed.

It was not possible at this stage to give an exact figure as to what was VAT reclaimable. Procurement cards would be used more in the future to minimise circulation of Petty cash.

The procedure to suspend Petty Cash Accounts pending Director approval has started and there are now fewer Petty Cash Accounts.

It was reported that the Data Quality Strategy and Policy has helped address the issue with lateness of BVPI Data Reporting and the Corporate Performance Manager and Team would measure performance along with the various Heads of Service.

The Cabinet Member for Residents and Resources was keen to acquire information to improve services.

The Cabinet Member for Residents and Resources suggested the possibility of the Committee making recommendations after consulting with the Interim Director of Finance.

RESOLVED:

THAT the outcomes for the quarter two of financial year 2007/08 be noted.

CHAIRMAN